

Preparing for University Student Registration Checklist

The following steps must be completed before students can proceed with University Student Registration:

1. You receive your Completion of Conditions document

Once you have met all the conditions of your offer, you will be sent a final Completion of Conditions letter with a form to return that confirms that you intend to enrol at Oxford.

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2. Submit your University Card Form

You will need to complete and submit your University card form via Self-Service once you've received your email confirming Completion of Conditions. Please indicate on your card form if you have ever had an Oxford username before (SSO).

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3. The Card Office Processes Your Form

The Card Office will process your Card Form in the lead-up to the relevant term starting, and will create a Student Record for you. Once your student record has been created, this will generate/reactivate your Oxford username (SSO).

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4. Your SSO and Oxford email are created

Automated processes will generate your SSO (single sign-on) and Oxford email address. Your SSO at Oxford never changes and is made up of four letters and numbers in the format: abcd1234

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5. ⚠ SSO Activation email

You will receive an automated email from registration@it.ox.ac.uk with your SSO activation code. You will only receive this email if you have never had an SSO before. To regain access to your old SSO you may need to [reset your password](#).

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6. Invitation email to complete Student Registration

If all steps have been completed, you will receive an email from student.registration@admin.ox.ac.uk to your Oxford email inviting you to complete your registration when the window for termly registration opens.

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Students can choose to [register with the Disability Advisory Service](#) either during the online registration process, or by [contacting DAS](#) directly.

Completing University Student Registration

Verify Your Details Online (Step 1)

Complete your University Student Registration (Step 1) by visiting Student Self-Service and logging in with your SSO. If it is your first year of a new course, you will need to complete your formal enrolment (Step 2).

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Enrolment (Step 2)

Your College Office (or Departmental Administrator, if you do not have a College) will complete your enrolment and issue you with your University Card.

Continuing students do not need to complete this step, because they will be automatically enrolled following Step 1.

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Your [enrolment certificate](#) only becomes available to you once you have completed Step 1 (and Step 2 if it is your first year).

University Student Registration is **different** from:

- [Activating your SSO and IT Details](#)
- Registering for College- or Department-specific websites or events
- [Registration web-based Services](#)
- Registering with the [Disability Advisory Service](#)
- Registering with a [College or private Doctor Practice](#)
- Signing up to [Student Clubs](#)



Questions? Contact: student.registration@admin.ox.ac.uk